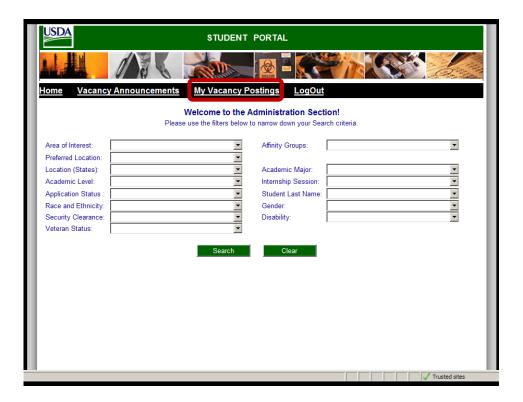
Procedures to post Agencies (Internship) Vacancy Announcements

To begin posting student internship vacancy announcements through the student portal admin site, follow these simple steps:

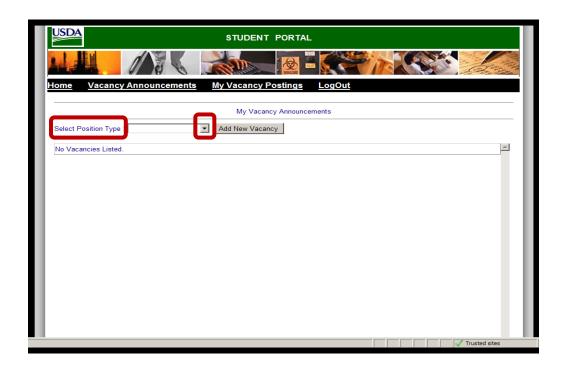
1. Ensure you have access to the site. If you don't have access, please send an email message to Bindu Reddy (bindu.reddy@ocio.usda.gov), and copy Wenndy Carrasco (wenndy.carrasco@dm.usda.gov).

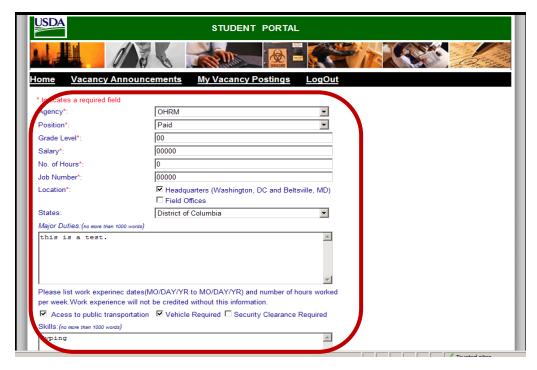
Only hiring managers, student employment coordinators, recruiters and HR specialists will be granted access to the admin site.

- 2. After acquiring access to the admin site, log-in using your e-authentication account.
- 3. Type or copy and paste the link below into your website browser: http://www.studentapplication.usda.gov/admin.
- 4. After you log on to the site, click on "My Vacancy Posting" and follow the directions to begin posting your internship vacancy announcements.



- 5. From the drop down menu, choose "Select Position Type."
- 6. Then click "Add New Vacancy". Here you will be prompted to add information pertaining to your internship vacancy posting.





7. Once you have added the required information, please click the submit button.

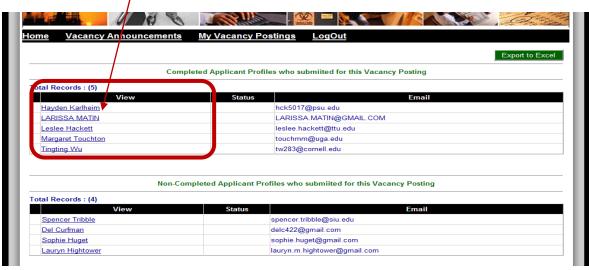


Once the Agency internship vacancy is posted all those with access will be able to view them in a tabular form. There will be two hyperlinks for each row in the table.

1. The first hyperlink will let you view the total number applications that have been submitted for that position (click this signs "≥≥").



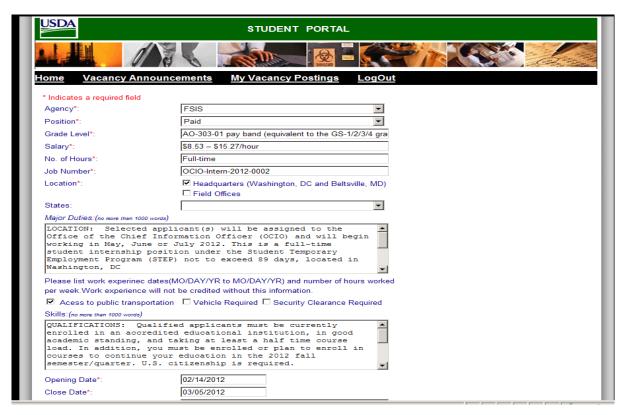
2. To view each application, just click the name of the intern and the application will be open. You are able to download their documents.



3. To view your Agency posting click under "View" the Job Title of your posting hyperlink.



4. To edit the internship vacancy announcement, click under "View" the Job Title of your posting hyperlink. This will redirect you to the page where you will be able to edit and/or update the posted vacancy.



If you experience difficulties with the site, please report them to Wenndy Carrasco at wenndy.carrasco@dm.usda.gov.